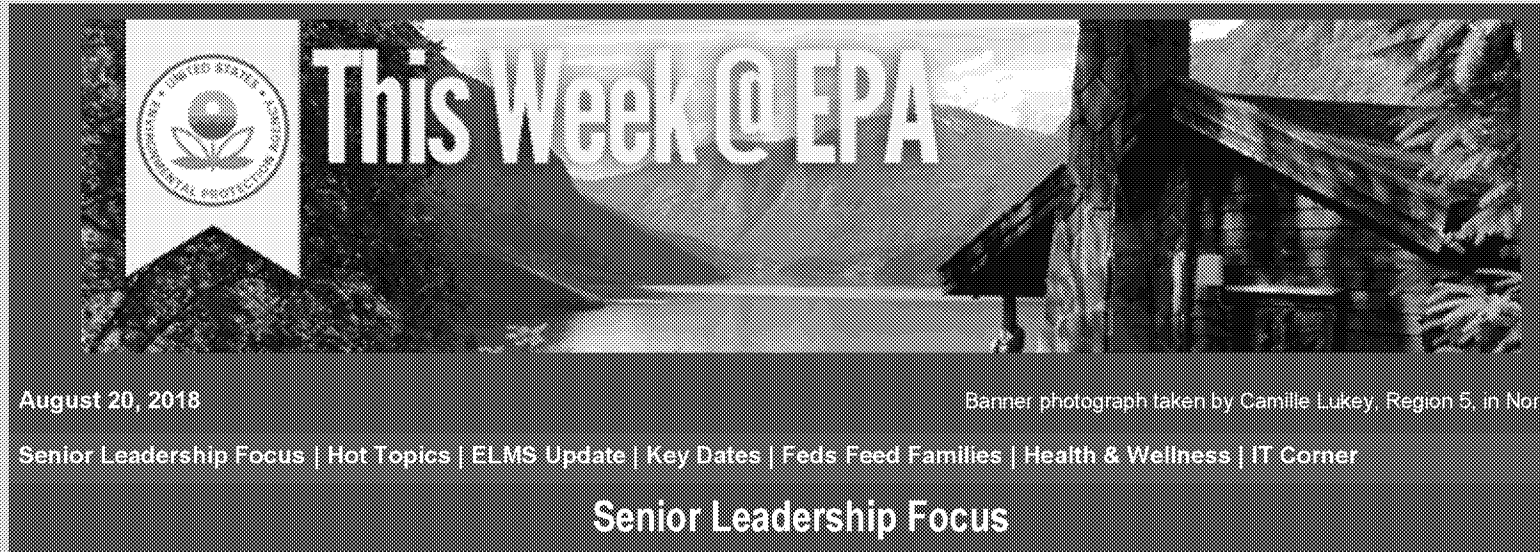


Message

**From:** This Week @ EPA [epanews@epa.gov]  
**Sent:** 8/20/2018 5:52:25 PM  
**To:** This Week @ EPA [epanews@epa.gov]  
**Subject:** This Week @ EPA - August 20, 2018



**Mass mailer reminder**

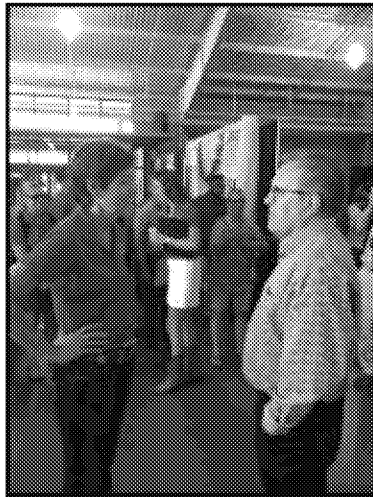
In case you missed, here is information on a recent mass mailer:

- Acting Administrator Wheeler reaffirmed EPA's longstanding policy that harassment of any kind will not be tolerated in the workplace.

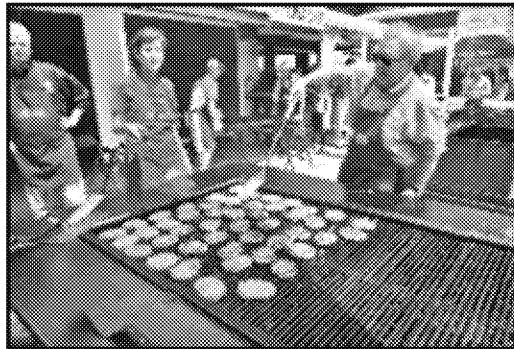
**Acting Administrator Wheeler visits Iowa State Fair**

Acting Administrator Wheeler met with a delegation of Iowa elected officials and agricultural stakeholders at the Iowa State Fair last week. Officials there included Governor Kim Reynolds, Congressman David Young, and Secretary of Agriculture Mike Naig. While there, Wheeler discussed several agency-related issues at the fair, including the Renewable Fuel Standard, the "Waters of the United States" rule, EPA's recently finalized rule under the Fair Agricultural Reporting Methods Act, and EPA's commitment to providing regulatory certainty for farmers, ranchers, and landowners.

For more information, please read the [press release](#).



*Pictured above, Acting Administrator Wheeler talks to Iowa Governor Kim Reynolds at the Iowa State Fair.*



## Hot Topics

**Forum opens national conversation on tribal land, water resources**

Last week, EPA concluded the 8th annual Tribal Lands and Environment Forum (TLEF) in Spokane, Washington. The TLEF is a

conference co-hosted by EPA and the Northern Arizona University/Institute for Tribal Environmental Professionals. The training opens an important dialogue with tribal partners on land and water resource management.

The TLEF is considered a vehicle for the agency to engage with tribal partners, as well as other federal, state, and local governments, on effective implementation of EPA's land cleanup, emergency response, and water programs in Indian country. It is an opportunity to share information and best practices as the agency collaborates to protect human health and the environment in tribal communities.

This year's conference covered solid/hazardous waste management, underground storage tanks, Brownfields and Superfund site assessment and cleanup, emergency management, water quality, addressing per- and polyfluoroalkyl substances, drinking water infrastructure, and habitat restoration.

For more information about the training, please read the [2018 Tribal Lands & Environment Forum website](#) or the [press release](#).

## **August is National Water Quality Month**

Celebrate National Water Quality Month by learning about water quality and how to protect our waters today!



Water is the key to life, and the quality of our surface waters has a direct impact on human and animal health, vegetation, ecological systems, the economy, and recreation.

The [National Aquatic Resource Surveys](#) are a series of four assessments of the nation's lakes, rivers and streams, coastal waters and wetlands. The surveys provide an accurate picture of their conditions and allow for comparisons.

States, territories, and authorized tribes use [water quality standards](#) (WQS) to protect water bodies from pollution. WQS are designed to protect all waters for recreational use, wildlife, growth of a balanced population of aquatic life, and production of edible and marketable fish and shellfish. These standards describe the desired condition of a water body and how that condition will be protected or achieved.

[Get involved](#) in protecting your community's water bodies. Find out what the WQS are in your community and provide public comment. You can also attend public meetings on your community's WQS, or monitor water quality in your area.

For more information on WQS, read the [Standards for Water Body Health website](#).

### **Early time and attendance entry for pay period ending Sept. 1**

**The upcoming Labor Day holiday requires early time and attendance submission and approval for early payroll close-out deadlines.**

Make sure you get paid on time! Employees will receive pay only after they and their supervisors approve their timecards in

PeoplePlus. If a timecard is not approved by the deadlines, an employee's pay may be impacted or delayed for two to four days at the time that the employee and approving official submit an approved timecard in PeoplePlus.

For the pay period ending Sept. 1, the deadlines for entering and approving time are as follows:

- All timecards must be submitted and approved in PeoplePlus no later than 10 p.m. (EDT) Thursday, Aug. 30.
- Employees should not modify their timecard after this date and time.
- For all corrected timecards for previous pay periods, all submissions and approvals must occur by 10 p.m. (EDT) Tuesday Aug. 28.

Submitting and approving timecards in accordance with these deadlines will help minimize impacts on pay and allotments. These actions also will reduce delays in leave adjustments being reflected on employee Leave and Earnings Statements.

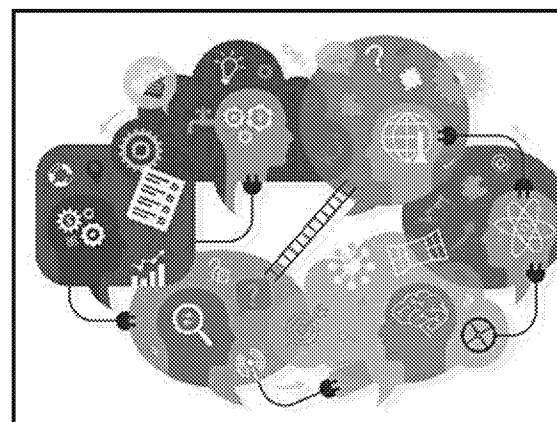
If you have questions regarding this schedule, please contact the OneStop Customer Service Help Desk at 202-564-6236 or [HRPAYHELP@epa.gov](mailto:HRPAYHELP@epa.gov).

## ELMS Update

### A look at the ELMS deployment process

As the EPA Lean Management System (ELMS) deployment calendar is filling up with program and regional offices that have completed their readiness assessments, an explanation of the deployment process seems timely. Here's what happens:

1. When the readiness assessment is complete, the Office of Continuous Improvement (OCI) works with the deploying office to schedule the deployment week.
2. Several weeks prior to deployment, Chief of Operations (COO) Henry Darwin and OCI Director Serena McIlwain visit the office, meet with leaders and managers, and participate in an all-hands meeting to discuss ELMS.
3. During the week of the deployment, OCI coaches work with the office's ELMS champions and the teams receiving the initial deployment training.
4. After deployment, Darwin visits the office monthly to review the progress of the office deployment team. During each visit, reviews the visual management tools to see that improvements have been made since his last visit and that new performance and flow boards are being set up.



Throughout this process, OCI and the other members of Darwin's team are available to the deploying office to answer questions, provide guidance, and assist with problems. Open and regular communication are critical to the success of the deployment in any office and to ELMS as a whole. This is why the deployment process involves a high-level commitment of in-person engagement before, during, and after the week of deployment training in each office. We encourage you to stay in touch with us as your office plans for its ELMS deployment, and we look forward to seeing you soon!




Click on each event below to get more details.

**Back to school shopping?**


Click on the "Add to Calendar" button to add an event to your Outlook calendar.


If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.


**This week:**

**Aug. 23:** [Introduction to Accessible Meetings](#)  [REGISTER NOW!](#)


**Coming soon:**

**Aug. 28:** [Corrected Time Cards - Early Time and Attendance for Pay Period Ending Sept. 1](#)  [ADD TO CALENDAR](#)

**Aug. 30:** [ALL Time Cards Submitted and Approved for Pay Period Ending Sept. 1](#)  [ADD TO CALENDAR](#)

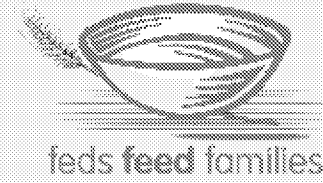
**Aug. 30:** [Introduction to Accessible PowerPoint](#)  [REGISTER NOW!](#)

**Sept. 6:** [Lean Overview](#)  [ADD TO CALENDAR](#)

**Sept. 30:** [EPA mandatory training deadline](#)  [ADD TO CALENDAR](#)

Consider picking up non-perishable items for those in need while

you're at the store! Some food banks (such as DC's Capital Area Food Bank) even take school supplies, so you can pick up some extra pencils and notebooks. Just drop these off in the Feds Feed Families boxes located around your office. Go to our [Feds Feed Families intranet site](#) to learn more.



## Health & Wellness

**Don't wait to vaccinate**

## IT Corner

**Microsoft Outlook calendar quick tip**

Each year, thousands of American adults become seriously ill

Have you ever wanted to share the information from an Outlook

and experience hospitalization due to vaccine-preventable diseases, according to the Centers for Disease Control and Prevention. A visit to your personal physician for an immunization can protect against the [flu](#), shingles, pneumonia, and other diseases. Getting vaccinated not only protects you from illnesses, but it also protects those around you who are more susceptible to illness, such as older adults, infants, and those with an immunodeficiency.

For more information, visit the [Immunizations site](#) on the EPA intranet.

calendar meeting with someone, but you didn't want to send the invitation? Follow the steps below to learn how:

1. Open your calendar from the desktop Outlook application.
2. Click on the meeting you'd like to share.
3. Drag and drop the meeting onto the Outlook mail icon located at the bottom left hand corner of the Outlook application. A new email will open up populated with the meeting information.
4. Email that meeting information to whoever needs it.

Try it! It's easy!

We would love to hear your feedback about this newsletter. Please contact us at: [internalcomms@epa.gov](mailto:internalcomms@epa.gov) | <http://intranet.epa.gov/internalcomms>  
Looking for previous editions of the Newsletter? Go to the [Newsletter Archive](#)